

**A SUBSTITUTE RESOLUTION
BY FINANCE/ EXECUTIVE COMMITTEE**

11-R-0907

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 WITH CH2M HILL, FOR FC-4885-09, REVENUE DISCOVERY SERVICES, A REVENUE GENERATING CONTRACT, ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR A TERM OF ONE YEAR; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") entered into an agreement with CH2M Hill, for FC-4885-09, Revenue Discovery Services, pursuant to Resolution 09-R-0563 adopted by the Atlanta City Council on April 20, 2009 and approved by the Mayor on April 27, 2009; and

WHEREAS, the term of the agreement is for two (2) years (July 15, 2009 through July 15, 2011) with two (2) one- year renewal option at the City's sole discretion; and

WHEREAS, CH2M Hill has performed the contracted services satisfactorily; and

WHEREAS, the Chief Financial Officer and the Chief Procurement Officer recommend the execution of a first renewal ("Renewal Agreement No. 1") with CH2M Hill to extend the contractual agreement through July 15, 2012.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to execute Renewal Agreement No. 1 with CH2M Hill, for FC-4885-09, Revenue Discovery Services, a revenue generating contract, on behalf of the Department of Finance. Proceeds from funds will be deposited as follows: 1001 (General Fund) 000002 (Revenue Department) 3810008 (Building Rentals); 1001 (General Funs) 000002 (Revenue Department) 3810001 (Land Rentals); 1001 (General Fund) 000002 (Revenue Department) 3222101 (Permits, Commercial Parking); 1001 General Fund) 000002 (Revenue Department) 3142001 (Taxes ALC Bev CY); 1001 (General Fund) 000002 (Revenue Department) 321001 (Licenses, Gen Business, CY); 2151 (Emergency Phone System) 240207 (APD E-911) 3425002 (E-911 Cellular/Wireless) 3800000 (E-911); 101960 (E-911 Restricted Reserve) 90900 (E-911 Proceeds 9999); 2151 (Emergency Phone System) 240207 (APD E-911) 34250XX (E-911 VOIP) 3800000 (E-911); 2151 (Emergency Telephone System) 240207 (APD E-911) 3425001 (E-911 Land-Based Telephone) 3800000 (E-911) 201042 (Emergency Telephone System) 90899 (E-911-PRCDS); 5401 (Solid Waste Services Revenue) 00002 (Revenue Department) 3441101 (Sanitary Service, CY); 7701 (Trust Fund) 140201 (PRC Parks Administration) 3810001 (Land Rentals) 6210000 (General Parks Administration) 3810001 (Land Rentals) 6210000 (General Parks Administration) 100271 (Parks Administration) 91494 (Citywide Park Furniture Trust Fund 9999); 7701 (Trust Fund) 170101 (DWM Commissioner of Water) 3810001 (Land Rentals, General) 1320000 (Chief Executive) 201333 (Care & Conserve Fund) 11690 (Private Contribution-Var-Yrs-Qn).

BE IT FURTHER RESOLVED, that funds will be charged to and paid from as follows: 1001 (General Fund) 100501 (DOF Revenue and collections) 5212001 (Consulting/Professional Services) 1515000 (Treasury); 2151 (Emergency Telephone System) 240207 (APD E-911) 5212001 (Consulting/Professional Services) 3800000 (E-911); 5401 (Solid Waste Services Revenue) 130201 (DPW Solid Waste Administration) 5212001 (Consulting/Professional) 4100000 (Public Works Administration); 7701 (Trust Fund) 140201 (PRC Parks Administration) 212001 (Consulting/Professional Services) 6210000 (Park Administration); 7701 (Trust Fund) 170101 (DWM Commissioner of Water) 5212001 (Consulting/Professional Services) 1320000 (Chief Executive) 201333 (Care & Conserve Fund) 11690 (Private Contribution-Var-Yrs-Qn).

BE IT FURTHER RESOLVED, that the term of Renewal Agreement No. 1 will be for one (1) year beginning July 15, 2011, with the option to renew for one (1) year, provided such renewal is approved by City Council.

BE IT FURTHER RESOLVED, that the City Attorney is directed to prepare an appropriate Agreement for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Renewal Agreement will not become binding on the City and the City will incur no obligation or liability under it until it has been approved as to form by the City Attorney, executed by the Mayor, attested to by the Municipal Clerk and delivered to the contracting parties.

**A RESOLUTION
BY FINANCE/ EXECUTIVE COMMITTEE**

11- *R* -0907

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WHEREAS, the term of the agreement is for two (2) years with one (1) one- year renewal option at the City's sole discretion; and

WHEREAS, CH2M Hill has performed the contracted services satisfactorily; and

WHEREAS, the Chief Financial Officer and the Chief Procurement Officer recommend the execution of a first renewal ("Renewal Agreement No. 1") with CH2M Hill.

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor is authorized to execute Renewal Agreement No. 1 with CH2M Hill, for FC-4885-09, Revenue Discovery Services, a revenue generating contract, on behalf of the Department of Finance. Proceeds from funds will be deposited as follows: 1001 (General Fund) 000002 (Revenue Department) 3810008 (Building Rentals); 1001 (General Funs) 000002 (Revenue Department) 3810001 (Land Rentals); 1001 (General Fund) 000002 (Revenue Department) 3222101 (Permits, Commercial Parking); 1001 General Fund) 000002 (Revenue Department) 3142001 (Taxes ALC Bev CY); 1001 (General Fund) 000002 (Revenue Department) 321001 (Licenses, Gen Business, CY); 2151 (Emergency Phone System) 240207 (APD E-911) 3425002 (E-911 Cellular/Wireless) 3800000 (E-911); 101960 (E-911 Restricted Reserve) 90900 (E-911 Proceeds 9999); 2151 (Emergency Phone System) 240207 (APD E-911) 34250XX (E-911 VOIP) 3800000 (E-911); 2151 (Emergency Telephone System) 240207 (APD E-911) 3425001 (E-911 Land-Based Telephone) 3800000 (E-911) 201042 (Emergency Telephone System) 90899 (E-911-PRCDS); 5401 (Solid Waste Services Revenue) 00002 (Revenue Department) 3441101 (Sanitary Service, CY); 7701 (Trust Fund) 140201 (PRC Parks Administration) 3810001 (Land Rentals) 6210000 (General Parks Administration) 3810001 (Land Rentals) 6210000 (General Parks Administration) 100271 (Parks Administration) 91494 (Citywide Park Furniture Trust Fund 9999); 7701 (Trust Fund) 170101 (DWM Commissioner of Water) 3810001 (Land Rentals, General) 1320000 (Chief Executive) 201333 (Care & Conserve Fund) 11690 (Private Contribution-Var-Yrs-Qn).

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BE IT FURTHER RESOLVED, that the term of Renewal Agreement No. 1 will be for one (1) year, with the option to renew for one (1) year, provided such renewal is approved by City Council.

BE IT FURTHER RESOLVED, that the City Attorney is directed to prepare an appropriate Agreement for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Renewal Agreement will not become binding on the City and the City will incur no obligation or liability under it until it has been approved as to form by the City Attorney, executed by the Mayor, attested to by the Municipal Clerk and delivered to the contracting parties.



**CITY COUNCIL
ATLANTA, GEORGIA**

**A RESOLUTION
BY FINANCE/EXECUTIVE COMMITTEE**

09-R-O563

A RESOLUTION ON BEHALF OF THE DEPARTMENT OF FINANCE AUTHORIZING THE MAYOR OR HER DESIGNEE TO ENTER INTO AN AGREEMENT WITH CH2M HILL TO PROVIDE REVENUE DISCOVERY SERVICES FOR FC-4885-09, REVENUE DISCOVERY SERVICES AT A COMPENSATION RATE FOR TIER I ACCOUNTS AT 30% OF PRINCIPAL AMOUNT COLLECTED AND TIER II ACCOUNTS AT 20% OF PRINCIPAL AMOUNT COLLECTED; TO ESTABLISH A RECOVERY CHARGE TO CUSTOMERS OF 30% AND 20% FOR TIER ONE AND TIER TWO ACCOUNTS RESPECTIVELY, WHICH REIMBURSES THE CITY FOR COMPENSATION PAID TO CH2M HILL FOR SERVICES RENDERED; FUNDS PAID TO CH2M HILL TO BE CHARGED TO AND PAID FROM FUND, DEPARTMENT, ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; FUNDS COLLECTED AS REIMBURSEMENT FROM CUSTOMER TO BE DEPOSITED INTO FUND, DEPARTMENT ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

WHEREAS, the City of Atlanta ("City") did solicit from qualified consulting firms for FC-4885-09, Revenue Discovery Services, on behalf of the Department of Finance, to assist the City in the discovery of businesses and customers that owe the City revenue; and

WHEREAS, in accordance with the guidelines contained in the Procurement Code, the bid for FC-4885-09 was properly awarded to CH2M Hill; and

WHEREAS, the City upon recommendation of the Chief Financial Officer and Chief Procurement Officer desires to enter into a two-year agreement, with an option of two (2) one-year renewals, to commence upon the expiration of the initial term of the agreement, provided such renewal is approved by Council; and

WHEREAS, the compensation will be commensurate with the level of work for accounts delineated into two (2) Tiers; the City accounts will be classified as Tier I accounts which are considered Full Revenue Discovery and Tier II accounts which are considered Partial Revenue Discovery; and

WHEREAS, the City shall compensate CH2M Hill at the rate of 30% for Tier I (Full Revenue Discovery) accounts and 20% for Tier II (Partial Revenue Discovery) accounts, respectively; and

WHEREAS, the City intends to recover its compensation to CH2M Hill through establishing a recovery charge of 30% and 20% of the principal amount collected; such recovery charge will be a line item charge on the Tier I and II bill; and



WHEREAS, a draft copy of the **CITY CONTRACTOR AGREEMENT- REVENUE DISCOVERY SERVICES** is attached as Exhibit A.

NOW, THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, that the Mayor or her designee is hereby authorized to enter into an Agreement with CH2M Hill, to provide services for FC-4885-09 Revenue Discovery Services on behalf of the Department of Finance.

BE IT FURTHER RESOLVED, that the compensation shall be based on a rate of 30% for Tier I (Full Revenue Discovery) accounts and 20% for Tier II (Partial Revenue Discovery) accounts, respectively, of the principal amount collected.

BE IT FURTHER RESOLVED, that CH2M Hill will impose a recovery charge of 30% and 20% of the principal collected; however CH2M Hill can exercise discretion to settle on an amount less than the recovery charge to mitigate disputes.

BE IT FURTHER RESOLVED, that the Chief Procurement Officer be and hereby is directed to prepare said Contract for execution by the Mayor, to be approved as to form by the City Attorney.

BE IT FURTHER RESOLVED, that all said services for said contract shall not become binding on the City of Atlanta, and the City of Atlanta shall not incur any liability nor obligation as to said Contract until the same has been signed by the Mayor and delivered to the contracting party.

BE IT FURTHER RESOLVED, that proceeds from funds will be deposited as follows:

1001 (GENERAL FUND) 000002 (REVENUE DEPARTMENT) 3810008 (BUILDING RENTALS); 1001 (GENERAL FUND) 000002 (REVENUE DEPARTMENT) 3810001 (LAND RENTALS); 1001 (GENERAL FUND) 000002 (REVENUE DEPARTMENT) 3222101(PERMITS, COMMERCIAL PARKING); 1001 (GENERAL FUND) 000002 (REVENUE DEPARTMENT) 3142001 (TAXES ALC BEV CY); 1001 (GENERAL FUND) 000002 (REVENUE DEPARTMENT) 3212001(LICENSES, GEN BUSINESS, CY); 2151 (EMERGENCY PHONE SYSTEM) 240207 (APD E-911) 3425002 (E-911 CELLULAR/WIRELESS) 3800000 (E-911) 101960 (E-911 RESTRICTED RESERVE) 90900 (E-911 PROCEEDS 9999); 2151 (EMERGENCY PHONE SYSTEM) 240207 (APD E-911) 34250XX (E-911 VOIP) 3800000 (E-911); 2151 (EMERGENCY TELEPHONE SYSTEM) 240207 (APD E-911) 3425001 (E-911 LAND-BASED TELEPHONE) 3800000 (E-911) 201042 (EMERGENCY TELEPHONE SYSTEM) 90899 (E911-PRCDS); 5401 (SOLID WASTE SERVICES REVENUE) 000002 (REVENUE DEPARTMENT) 3441101 (SANITARY SERVICE, CY); 7701 (TRUST FUND) 140201 (PRC PARKS ADMINISTRATION) 3810001 (LAND RENTALS) 6210000 (GENERAL PARKS ADMINISTRATION) 100271 (PARKS ADMINISTRATION) 91494 (CITYWIDE PARK FURNITURE TRUST FUND 9999); 7701 (TRUST FUND) 170101 (DWM COMMISSIONER OF WATER) 3810001 (LAND RENTALS, GENERAL) 1320000

(CHIEF EXECUTIVE) 201333 (CARE & CONSERVE FUND) 11690 (PRIVATE CONTRIBUTION-VAR-YRS-QN).

BE IT FURTHER RESOLVED, that funds will be charged to and paid from as follows: 1001 (GENERAL FUND) 100501 (DOF REVENUE AND COLLECTIONS) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 1515000 (TREASURY); 2151 (EMERGENCY TELEPHONE SYSTEM) 240207(APD E-911) 5212001(CONSULTING/PROFESSIONAL SERVICES) 3800000 (E-911); 5401 (SOLID WASTE SERVICES REVENUE) 130201 (DPW SOLID WASTE ADMINISTRATION) 5212001 (CONSULTING/PROFESSIONAL) 4100000 (PUBLIC WORKS ADMINISTRATION); 7701 (TRUST FUND) 140201 (PRC PARKS ADMINISTRATION) 212001 (CONSULTING/PROFESSIONAL SERVICES) 6210000 (PARK ADMINISTRATION); 7701 (TRUST FUND) 170101 (DWM COMMISSIONER OF WATER) 5212001 (CONSULTING/PROFESSIONAL SERVICES) 1320000 (CHIEF EXECUTIVE) 201333 (CARE & CONSERVE FUND) 11690 (PRIVATE CONTRIBUTION-VAR-YRS-QN).

BE IT FINALLY RESOLVED, that all Resolutions and parts of Resolutions in conflict herewith are waived to the extent of the conflict.

A true copy,

Khanda Daughkin Johnson
Municipal Clerk

ADOPTED by the Atlanta City Council
APPROVED by Mayor Shirley Franklin

APR 20, 2009
APR 27, 2009



EXHIBIT A
DRAFT SCOPE OF SERVICES & ADDITIONAL COMPENSATION TERMS
FC-4885. REVENUE DISCOVERY

SCOPE

REVENUE DISCOVERY

Revenue Discovery means businesses or individuals that are discovered to owe revenue to the City by virtue of non-compliance with state and local laws and regulations.

The scope is comprised of Tier I and Tier II:

TIER ONE FULL REVENUE DISCOVERY

Tier I represents certain revenue accounts that the City may engage the winning proponent for Full Revenue Discovery. The winning proponent handling tier one accounts must be able to discover new accounts and ultimately facilitate payments by these businesses or individuals to the City.

Any prerequisite regulatory requirements to the original discovered accounts will not be deemed as a discovery with the exception of commercial parking permits.

TIER TWO PARTIAL REVENUE DISCOVERY

Tier II represents business tax accounts identified through the City's own in-house Revenue Discovery program. The City may engage the winning proponent for Partial Revenue Discovery. The winning proponent must ultimately facilitate payments by these businesses or individuals to the City.

TIER ONE REVENUE ACCOUNTS

The winning proponent may provide Full Revenue Discovery for the following revenue accounts:

Cell Tower lease rentals

This is the monthly lease revenue paid by telecommunication companies subject to lease agreement terms.

E-911 fees

Monthly charges paid by telecommunication companies for landline, wireless, and VoIP.

Commercial and Shared Parking licenses and permits

Parking operators sublet parking facilities and are required to pay parking permits and business taxes.



Wholesale Alcohol taxes

This is the monthly tax that is paid by Wholesale Alcohol distributors at the rate of .22 cents per liter.

Solid Waste Charges

This is a fee charged to customers for the collection and disposal of refuse.

TIER TWO REVENUE ACCOUNT

The winning proponent may provide Partial Revenue Discovery for the following revenue account:

General Business Tax

This is the annual occupation tax paid by businesses and individuals.

The City reserves the right to include additional revenue accounts that warrant future discovery services.

REPORTS

1. City will provide Monthly Billing Report categorized by full and partial discovery.
2. City will provide Monthly Exception Report.
3. City will provide Monthly Adjustment Report.
4. City will provide Monthly Payment Report.
5. City will provide Annual Reconciliation Report.
6. CH2M Hill will provide Monthly Invoice Statement.
7. CH2M Hill will provide fully completed original tax/fee forms and also in tabular format including name of business, physical location, start date, contact person, and contact telephone.

Reports will be due by the 15th of the month following the preceding monthly activity unless otherwise stated.

COMPENSATION

Tier I compensation is greater than Tier II compensation reflecting the level of work required to meet the project's goals.

Tier I Full Revenue Discovery compensation will be based on 30% of principal collected.

Tier II Partial Revenue Discovery compensation will be based on 20% of principal collected.

Compensation will include arrearage amounts back to the statute of limitation period as applicable under state and local laws.



Compensation will not include any future recurring collections from previously discovered revenue.

The City will bear no additional expenses to contractor, sub-contractor, subsidiary or any other third party other than the contingency based Tier I and Tier II compensation as stated herein.

*****END OF SCOPE OF SERVICES*****

09-R-0563

BY

ADOPTED BY

COUNCIL

Referred To:

Referred To

Date 4/1/09

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Other

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Other

Member

References

Date _____

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Other

Members

1

References

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Date _____

Chair

Action

Other

Members

References

☐ 2nd ☐ 1st & 2nd ☐ 3rd

☐ 2nd ☐ 1st & 2nd ☐ 3rd

Readings

☐ Consent ☐ V Vote ☒ RC Vote

APR 20 2003

... PRESIDENT

THE SILENT
Oscar Rejlander

APR 20 2007

R. L. Douglas Johnson
MUNICIPAL CLERK

MAYOR'S ACTION

APPENDIX

MAYOR

Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Committee of Purview: Finance/ Executive Committee

Caption: A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 WITH CH2M HILL, FOR FC-4885-09, REVENUE DISCOVERY SERVICES, A REVENUE GENERATING CONTRACT, ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR A TERM OF ONE YEAR; AND FOR OTHER PURPOSES.

Council Meeting Date: June 15, 2011

Requesting Dept.: Department of Finance

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of legislation is to renew Resolution #09-R-0563 to extend the contractual agreement for an additional year

2. Please provide background information regarding this legislation.

Resolution #09-R0-0563 authorizes CH2M Hill to provide revenue discovery and audit services for the City on behalf of Finance.

3. If Applicable/Known:

(a) **Contract Type (e.g. Professional Services, Construction Agreement, etc):**

(b) **Source Selection:**

(c) **Bids/Proposals Due:**

(d) **Invitations Issued:**

(e) **Number of Bids:**

(f) **Proposals Received:**

(g) **Bidders/Proponents:**

(h) **Term of Contract:**

4. Fund Account Center:

5. Source of Funds: User Fee

6. Fiscal Impact: Funds are collected by CH2M Hill on behalf of City as reimbursement for services rendered

7. Method of Cost Recovery: Revenues generated from user fees to compensate CH2M Hill for services rendered

This Legislative Request Form Was Prepared By: Yolanda McCrory

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: 404-330-6449

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: May 27, 2011

Anticipated Committee Meeting Date(s): June 15, 2011

Anticipated Full Council Date: June 20, 2011

Legislative Counsel's Signature: _____

Commissioner Signature: _____

Chief Procurement Officer Signature: _____

CAPTION

A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 WITH CH2M HILL, FOR FC-4885-09, REVENUE DISCOVERY SERVICES, A REVENUE GENERATING CONTRACT, ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR A TERM OF ONE YEAR; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): N/A

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____
(date) (date)

Received by Mayor's Office: _____ Reviewed by: _____
(date) (date)

Submitted to Council: _____
(date)

TRANSMITTAL FORM FOR LEGISLATION

TO: MAYOR'S OFFICE

ATTN: CANDACE BYRD

Dept.'s Legislative Liaison: LaShawn Gardiner

Contact Number: 404-330-6449

Originating Department: Department of Finance

Committee(s) of Purview: Finance/ Executive Committee

Chief of Staff Deadline: May 27, 2011

Anticipated Committee Meeting Date(s): June 15, 2011

Anticipated Full Council Date: June 20, 2011

Legislative Counsel's Signature: Cham A. Hall

Commissioner Signature: [Signature]

Chief Procurement Officer Signature: Adam L. Smith

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A RESOLUTION AUTHORIZING THE MAYOR TO EXECUTE RENEWAL AGREEMENT NO. 1 WITH CH2M HILL, FOR FC-4885-09, REVENUE DISCOVERY SERVICES, A REVENUE GENERATING CONTRACT, ON BEHALF OF THE DEPARTMENT OF FINANCE, FOR A TERM OF ONE YEAR; AND FOR OTHER PURPOSES.

FINANCIAL IMPACT (if any): N/A

Mayor's Staff Only

Received by CPO: _____ Received by LC from CPO: _____

(date)

(date)

Received by Mayor's Office: [Signature] 5/27/11 Reviewed by: [Signature]

(date)

(date)

Submitted to Council: _____

(date)